

# POSITION DESCRIPTION

1. Agency PDCN 70272000

<b>2. Reason for Submission</b> <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New  <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) R9256000, Voucher Examiner, GS-0540-05		<b>3. Service</b> <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field		<b>4. Empl Office Location</b>		<b>5. Duty Station</b>		<b>6. OPM Cert #</b>	
		<b>7. Fair Labor Standards Act</b> Not Applicable		<b>8. Financial Statements Required</b> <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		<b>9. Subject to IA Action</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
		<b>10. Position Status</b> <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		<b>11. Position is</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<b>12. Sensitivity</b> <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens		<b>13. Competitive Level</b>  <b>14. Agency Use</b> ENL	

**15. Classified/Graded by**

☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Voucher Examiner	GS	0540	05	ejm	06 Sept 01

**16. Organizational Title** (If different from official title)

**Entitlements Technician**

**17. Name of Employee** (optional)

**18. Dept/Agency/Establishment** - National Guard Bureau

a. First Subdivision - State Adjutant General

b. Second Subdivision - United States Property & Fiscal Office

c. Third Subdivision - Comptroller Division

d. Fourth Subdivision - Entitlements Section

e. Fifth Subdivision -

**19. Employee Review.** This is an accurate description of the major duties and responsibilities of my position.

Employee Signature /Date (optional)

**20. Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

Signature

Date

**21. Classification/Job Grading Certification:** I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action

ED MARCHETTI

NGB Personnel Management Specialist

Signature

Date

//Signed//

06 Sept 01

**22. Standards Used in Classifying/Grading Position**  
 US OPM Job Family Standard (JFS) for Clerical and Technical Accounting and Budget Work, GS-0500, Dec 1997.

**Information For Employees.** The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

**24. Remarks:**

Released from NGB-HR-Classification Activity, 06 Sept 01

**25. Description of Major Duties and Responsibilities** (SEE ATTACHED)

25.

DUTIES:

This position is located in the Comptroller Division of the United States Property and Fiscal Office (USPFO). The purpose of the position is to process travel (civilian and military) and commercial account payments for disbursement by the Defense Finance and Accounting Service (DFAS). The incumbent provides routine disbursement information to travelers, vendors, Purchasing and Contracting Office (P&C), receiving activities, banks, and the transportation office.

This position requires military membership. It is designated for National Guard *enlisted* incumbency only. Incumbent performs duties necessary to accomplish voucher functions in support of programs essential to state Army National Guard daily operations, training, and readiness missions.

-- Processes a wide variety of travel payments. Position reviews vouchers and supporting documents for accuracy, compliance with regulations, and entitlements.

-- Assist in processing a variety of complex Permanent Change of Station (PCS) claims for civilian and military personnel. Process PCS advances, travel allowances, and necessary tax documents.

-- Examines and computes commercial accounts payments in accordance with applicable statutory and regulatory guidelines. Ensures that all required documentation is present prior to payment. Determines appropriate method of payment on complex issues. Verify fiscal code on disbursement documents to ensure payments are accurately recorded. Maintains required supporting documents and official money papers for all processed payments. Prepares and distributes tax documents to vendors and appropriate agencies. Ensures that all payments (to include applicable interest or discounts) are processed in accordance with the Prompt Payment Act. Incumbent is responsible for accurately processing complex payments such as cooperative funding agreements and advance payments. Performs pre-validation of obligations for all disbursements citing funds for other fiscal stations.

-- Monitors and identifies to the chain of command late documents including but not limited to receiving reports, charge card payments, invoices and contract modifications.

-- Provide technical guidance on entitlements, payment procedures, researching historical claims and entitlement regulations, and assist in providing training support to individuals and organizations.

-- Applies internal control procedures to ensure timely and accurate processing of all payments (travel and commercial accounts). Researches debts to identify their cause and also calculate and reconstruct complex payments/debts. Exercises responsibility for notifying the chain of command of all detected fraud and abuse.

-- Ensures the successful interface and/or connectivity between travel, commercial accounts and related fiscal accounting and orders systems. Assists with the orderly updates and/or conversion of system change that affect payment processing. Assists with the testing of new procedures, policies, and systems developed to enhance the accuracy and timeliness of payments. Researches and corrects errors during up loads and down loads to the paying facility.

-- Performs other duties as assigned.

Factor 1 – Knowledge Required by the Position:

FL 1-3 350

-- Knowledge of a body of standardized regulations, procedures and operations associated with clerical and technical duties in the voucher, commercial accounts, and invoices work area.

-- Knowledge of processing travel vouchers, invoices, and transaction issued for civilians and military personnel to insure purpose of order and the proper classification accounts are issued for accurate input into the appropriate automated system for proper obligation.

Factor 2 – Supervisory Controls:

FL 2-2 125

-- Supervisor provides specific instructions, direction, or additional information as to approach, methods, and sources on unusual assignments that have not been previously encountered. The incumbent is limited on specific issues, which either constitute deviations from previous instructions, and which are unfamiliar or unprecedented, and require a policy decision that the incumbent may not independently apply. The supervisor selectively examines work to assure vouchers, invoices, and transactions are handled in accordance with procedures, directives and instructions.

Factor 3 – Guidelines:

FL 3-2 125

-- Work procedures are established and a number of guidelines contained in NGB regulations and pamphlets, Army Regulations, Joint Travel Regulations (JTR), Accounting and Finance Manuals, letters of instruction, Comptroller General Decisions, complex contracts and procurement documents, etc., which cover allowability of expenses and correct procedures but may not be specifically applicable to assignments or tasks.

Factor 4 – Complexity:

FL 4-3 150

-- Work involves the handling of customer inquiries to help process and resolve routine procedural problems in regard to travel pay issues. This requires reviewing documentation to verify all claims are complete and accurate, using standard formulas to calculate and/or verify calculations, assembling appropriate forms and reports, entering data to automated systems, distributing documents to appropriate personnel, and answering procedural inquiries.

-- Incumbent accomplishes the above by deciding what is to be done by identifying the nature of the problem, question, or issue, and determining the need for and obtaining additional information.

Factor 5 – Scope and Effect:

FL 5-2 75

-- The work involves the handling of customer inquiries to help process and resolve routine procedural problems in regard to processing travel vouchers, invoices and transactions for civilian and military personnel. The work ensures that expenses that may result in erroneous payments are disallowed before processing the documents for certification. The work product affects the accuracy, reliability, and acceptability of the accounting and disbursing function.

Factor 6 – Personal Contacts &Factor 7 – Purpose of Contacts:

Matrix 2b 75

-- Contacts are accomplished by telephone or written correspondence with personnel from within the agency and other government agencies.

-- Contacts are required when requesting, furnishing, verifying, or classifying information, and in explaining regulation, procedures, and policy.

Factor 8 – Physical Demands:

FL 8--1 5

-- Work is sedentary with some walking, bending and stooping when using files.

Factor 9 – Work Environment:

FL 9--1 5

-- Work is performed in an office setting and requires the incumbent exercise normal safe work practices.

### EVALUATION STATEMENT

- A. Title, Series, and Grade: Voucher Examiner, GS-0540-05.
- B. References: USOPM Job Family Standard (JFS) for Clerical and Technical Accounting and Budget Work, GS-0500, Dec 1997.
- C. Background: This position was reevaluated as the result of the implementation of the JFS 0500 classification standard and the restructure of the organization.
- D. Series, Title and Grade Determination:
1. Series: The work involves clerical and technical support for the examination, verification, and maintenance of vouchers, claims and other transactions requiring examination for payment. This includes verifying, validating, and ensuring claims and vouchers are accurate and payments are charged to the correct account classification as specified on orders previously certified by the examiner. This position is responsible for the input and certification of orders for civilians and military personnel on travel. This work meets the definition of the Voucher Examining Series, GS-0540, within the above-cited reference.
  2. Title: Positions classified to the GS-0540 series, which are non-supervisory in nature are appropriately titled Voucher Examiner.
  3. Grade: See attached Factor Evaluation Statement (FES).
- E. Conclusion: Based on the above evaluation, this position is classified as Voucher Examiner, GS-0540-05.

CLASSIFIER: Ed Marchetti   NGB Personnel Management Specialist   DATE: 06 Sept 01

**FACTOR EVALUATION SYSTEM  
POSITION EVALUATION STATEMENT**

<b>FACTOR</b>	<b>LEVEL</b>	<b>POINTS</b>	<b>REMARKS</b>
1. KNOWLEDGE REQUIRED	1-3	350	
2. SUPERVISORY CONTROLS	2-2	125	
3. GUIDELINES	3-2	125	
4. COMPLEXITY	4-3	150	
5. SCOPE AND EFFECT	5-2	75	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	2b	75	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
<b>TOTAL POINTS ASSIGNED:</b>		<b>910</b>	<b>GRADE: GS-05</b>

**FINAL CLASSIFICATION: Voucher Examiner, GS-0540-05.**

CLASSIFIER: Ed Marchetti    NGB Personnel Management Specialist    DATE: 06 Sept 01